

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, CA 95814



September 25, 1998

COUNTY FISCAL LETTER (CFL) NO. 98/99-19

TO: COUNTY WELFARE DIRECTORS  
COUNTY FISCAL OFFICERS  
COUNTY AUDITOR CONTROLLERS  
COUNTY PROBATION OFFICERS

SUBJECT: COUNTY WELFARE DEPARTMENT (CWD) COUNTY EXPENSE CLAIM  
(CEC) FOR THE JULY - SEPTEMBER 1998 QUARTER: CLAIMING  
INSTRUCTIONS

This letter provides claiming instructions and information for the July - September 1998 quarter and includes information as identified below.

*Funding has been provided in the recently passed Budget Act to either augment the California Department of Social Services' (CDSS) existing programs, or to fund new programs and/or new program activities. Where information was known and the Fiscal Policy Bureau (FPB) could determine claiming impact, that information is included in this letter. The FPB is working with CDSS Programs, as well as other CDSS Fiscal units to determine the impact of other Budget Act changes on the CEC. Once this has been determined, the FPB will issue additional claiming instructions, if necessary.*

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The following table contains a listing of the current forms to be used in the July - September 1998 quarter. The forms with an asterisk (\*) were revised for the July - September 1998 quarter. Bolded forms have been newly created or renumbered.

| <u>Form</u> | <u>Date</u> | <u>Form</u> | <u>Date</u> | <u>Form</u>       | <u>Date</u> |
|-------------|-------------|-------------|-------------|-------------------|-------------|
| DFA 325.1   | 3/98        | DFA 327.3B* | 9/98        | DFA 327.1E        | 3/98        |
| DFA 325.1A  | 3/98        | DFA 327.4B* | 9/98        | DFA 327.2E        | 3/98        |
| DFA 325.1AA | 3/98        | DFA 327.5B* | 9/98        | DFA 327.3E        | 3/98        |
| DFA 325.1B  | 3/98        | DFA 327.1C* | 9/98        | DFA 327.4E        | 3/98        |
| DFA 325.1C  | 3/98        | DFA 327.2C* | 9/98        | DFA 327.5E        | 3/98        |
| DFA 325.1E  | 3/98        | DFA 327.3C* | 9/98        | DFA 55*           | 9/98        |
| DFA 327.1A* | 9/98        | DFA 327.4C* | 9/98        | DFA 7A*           | 9/98        |
| DFA 327.2A* | 9/98        | DFA 327.5C* | 9/98        | DFA 7B(1)*        | 9/98        |
| DFA 327.3A* | 9/98        | DFA 327.1D* | 9/98        | <b>DFA 7B(2)*</b> | <b>9/98</b> |
| DFA 327.4A* | 9/98        | DFA 327.2D* | 9/98        | DFA 403           | 3/98        |
| DFA 327.5A* | 9/98        | DFA 327.3D* | 9/98        | DFA 419           | 3/98        |
| DFA 327.1B* | 9/98        | DFA 327.4D* | 9/98        | DFA 325.5         | 3/98        |
| DFA 327.2B* | 9/98        | DFA 327.5D* | 9/98        |                   |             |

## **I. SOCIAL SERVICES**

### **A. CWS and Probation IV-E Training Costs**

Effective with the July - September 1998 quarter, the following changes for claiming costs to Program Code 145, CWS Training, and Program Code 130, Probation IV-E Training, are being implemented to comply with a Department of Health and Human Services - Office of the Inspector General (DHHS-OIG) audit finding. The DHHS-OIG audit found that administrative costs applicable to foster care training were inappropriately claimed for 75 percent Federal Financial Participation (FFP). The DHHS-OIG's position is that the enhanced rate of 75 percent is only available for specifically defined training costs and that the related administrative costs are only eligible for the 50 percent FFP rate. Pending an appeal to the Departmental Appeals Board, the CDSS repaid the disallowance to avoid accumulation of interest charges. In the interim, the CEC has been modified to fund the administrative costs at the 50 percent rate. This will enable us to avoid further audit findings and to retroactively adjust federal claims/reports should the CDSS prevail on the appeal.

The following definitions for training and administrative costs are provided to assist counties in determining the appropriate codes for reporting the costs:

Training costs reimbursable at the enhanced 75 percent rate are as follows:

- Salaries, fringe benefits, travel and per diem of full and part-time staff assigned to training functions to the extent time is spent performing such functions.
- Salaries, fringe benefits, travel and per diem for employees in (1) initial in-service training of at least one week, and (2) agency training sessions away from the employee's work site or for training related to the job and sponsored by professional organizations.
- Salaries, fringe benefits, travel and per diem for experts outside the agency engaged to develop or conduct special programs.
- Costs of space, postage, teaching supplies, purchase or development of teaching material and equipment, and costs of the agency's library.
- Salaries, fringe benefits, dependency allowance, travel, tuition, books and educational supplies for training outside of the agency for employees in full-time, long-term training programs. Certain of these types of costs are also allowable for employees in short-term training programs.
- Stipends, travel, tuition, books and education supplies for persons preparing for employment with the State or local government.
- Payments to educational institutions for salaries, fringe benefits, and travel for instructors, clerical assistance, teaching materials, and equipment to develop, expand, or improve training for agency personnel.

Administrative costs reimbursable at the 50 percent rate are as follows:

- Support staff costs;
- Support staff travel and space;
- Central support department costs; and
- Electronic Data Processing (EDP) maintenance/operations and development.

Administrative Costs Related to Staff Training Provided by CWDs and Through Contracts with Universities:

Program Code 575, CWS - Training Administration, has been established to identify and fund administrative costs related to staff training provided by both CWDs and through contract with Universities

Direct training costs will continue to be claimed to Program Code 145; no change to the counties' current process for reporting CWD direct or indirect cost data in the State of California Automated Template (SOCAT) is required. The cost allocation mechanism of the CEC will automatically draw the administrative costs to the appropriate code.

For contracted training, counties must ensure that the contractor's invoice clearly distinguish training from administrative and indirect costs. Training and administrative/indirect costs should be identified to Program Codes 145 and 575, respectively, on the DFA 325.1C, Staff Development Detail Schedule Sharing ratios are as follows:

| <u>Program Codes</u>            | <u>Sharing Ratios</u> |
|---------------------------------|-----------------------|
| 145 CWS Training                | 75/17.5/0/7.5         |
| 575 CWS Training Administration | 50/35/0/15            |

County Probation Department Costs:

Program Code 576 and direct cost Program Identifier Number (PIN) 576059 have been established to capture administrative costs related to probation foster care training. Counties must ensure that invoices clearly distinguish training from administrative costs. Training costs will continue to be reported on the DFA 325.1B, Direct Cost Input Schedule, to PIN 130059, Probation Expense; the related administrative costs should be reported to PIN 576059. Funding ratios are as follows:

| <u>Program Codes</u>        | <u>Sharing Ratios</u> |
|-----------------------------|-----------------------|
| 130 Probation IV-E Training | 75/17.5/0/7.5         |

## B. SB 163 Wraparound Services Pilot

As outlined in All County Information Notice (ACIN) No. I-74-97, dated December 10, 1997; SB 163 authorized a five-year statewide wraparound services pilot effective January 1, 1998. All CWDs interested in participating must submit a county plan to the CDSS for approval to participate in the pilot. SB 163 allows counties to provide service alternatives to eligible children in group home care by using the State foster care maintenance payment to provide wraparound services. Counties will be assigned, on an individual basis, a maximum number of service allocation slots that can be used to serve more than one child on a successive basis. The target population is children in, or at risk of, placement in Rate Classification Levels (RCL) 12-14. Counties will be reimbursed under the pilot at the RCL 13 rate of \$5,003 per child for FY 1998/99.

Because of the State requirement that the pilot be cost neutral, a mechanism needs to be developed to capture the SB 163 Pilot costs. The current State foster care assistance claims cannot be used due to the claim's inability to track maintenance payment costs for specific populations. Therefore, effective July 1, 1998, the SB 163 state foster care payments will be claimed on the CEC. The following codes will be used by participating counties to report SB 163 pilot costs:

|        |  |
|--------|--|
| 565    | SB 163 Wraparound Pilot – Maintenance Payments |
| 5651   | SB 163 Wraparound Services                     |
| 565095 | Maintenance Payments                           |

Sharing ratios for Program Code 565 are 00/40/00/60 (Federal/State/Health/County).

Counties that choose to have casework staff provide the wraparound services will have those staff report their time to Time Study Code (TSC) 5651, SB 163 Wraparound Services. Counties that contract for the wraparound services will report the costs to PIN 565095, Maintenance Payments. The person counts for these pilot cases will continue to be reported in the normal fashion on the CA 237 Foster Care Caseload Movement and Expenditures Report.

Another option available to participating CWDs is to use the Adoption Assistance Program (AAP) maintenance payment for service alternatives. Federal and State regulations allow the AAP payment to be used for either services or placement costs. Therefore, the CDSS has determined that CWDs participating in the SB 163 pilot may also serve adopted children who are otherwise eligible for AAP funded group home placements. An AAP recipient child can receive these services for a duration of 18 months for each specific

episode that would otherwise justify an AAP funded group home placement. As with the SB 163 Pilot State foster care payments, the AAP maintenance payment costs will need to be tracked for evaluation purposes on the CEC. Therefore, the following codes have been added for participating CWDs only:

|        |  |
|--------|--|
| 566    | AAP Wraparound Services Maintenance Payments |
| 5661   | AAP Wraparound Services                      |
| 566095 | AAP Maintenance Payments                     |

Sharing ratios for Program Code 566 are 50/37.5/00/12.5

Counties that choose to have casework staff provide the wraparound services to AAP children will have those staff report their time to TSC 5661, AAP Wraparound Services. Counties that will contract out the wraparound services will report the costs to PIN 566095, AAP Maintenance Payments.

Counties are reminded that in the CDSS' ERRATA dated August 11, 1998, for CFL 98/99-01 dated June 24, 1998; PIN 564003, transportation was deleted. As outlined in the ERRATA, it was determined that administrative costs associated with the SB 163 Wraparound Services Pilot did not need to be tracked. Counties were instructed to claim their case management, support staff direct-to-program, and transportation costs to the usual social services codes.

C. Title IV-E Waiver Demonstration Project Extended Voluntary Placement Component

On August 19, 1997, the CDSS received approval for California's Child Welfare Waiver Demonstration Project from the Federal DHHS that included a complimentary "State" version that allows counties to serve State only foster care children as well. The CDSS' Waiver Project contains three components: Extended Voluntary Placements, Kinship Permanence, and Intensive Services. The Extended Voluntary Placement component will be the first implemented with an anticipated start date of October 1, 1998. Under this component, counties will be able to extend Federal and State voluntary placements from six to as many as twelve months with management review and approval under specified conditions. A letter, dated January 6, 1998, was sent to all counties inviting those interested to submit a proposal. The following counties were then chosen to participate in the Extended Voluntary Placement component of the Waiver Project:

|  |          |                 |
|--|----------|-----------------|
| Alameda  | Monterey | Riverside       |
| Humboldt   | Placer   | San Luis Obispo |
| Los Angeles (Department of Children and Family Services) |          |                 |

The DHHS is allowing counties chosen to participate in the Waiver Project to be reimbursed for development costs associated with each component. In the CDSS' Title IV-E Child Welfare Waiver Demonstration Project Development Cost Plan those development activities allowable for reimbursement were identified. Therefore, counties that have had staff develop the county proposal, develop policy and procedures, develop an automated system, and/or develop the federally mandated evaluation can report their time to TSC 5781, Administration. Development costs can only be claimed to this code until the day prior to implementation. After the Extended Voluntary Placement component is implemented, casework staff will record their case management activities to the above administration TSC.

#### D. APS

In accordance with instructions issued in CFL No. 98/99-01, dated June 24, 1998, the following program codes and PINs have been established to identify APS as a separate program. Previously, these costs were reported to and funded under Program Codes 113, County Services Block Grant (CSBG) Skilled Professional Medical Personnel (SPMP), 114, CSBG Health Related (HR), and 115, CSBG. Allowable costs include salaries and benefits, transportation, allocable support, direct charge/support operating, contracted services, start-up/nonrecurring costs, EDP, and direct service delivery.

| <u>New Program Codes</u> |                                 | <u>Sharing Ratios</u> |
|--------------------------|---------------------------------|-----------------------|
| 569                      | APS – Emergency Response        | 0/70/0/30             |
| 570                      | APS – Case Management           | 0/70/0/30             |
| 571                      | APS – SPMP – Emergency Response | 0/17.5/75/7.5         |
| 572                      | APS – SPMP – Case Management    | 0/17.5/75/7.5         |
| 573                      | APS – HR- Emergency Response    | 0/35/50/15            |
| 574                      | APS – HR – Case Management      | 0/35/50/15            |

#### New PINs

|           |                                       |
|-----------|---------------------------------------|
| 569003    | Transportation                        |
| 569031    | Contracted Services                   |
| 569060    | Direct Service Delivery               |
| 569088-94 | Support Operating Direct Charge Costs |
| 570003    | Transportation                        |
| 570031    | Contracted Services                   |
| 570060    | Direct Service Delivery               |
| 570088-94 | Support Operating Direct Charge Costs |
| 571031    | Contracted Services                   |
| 571060    | Direct Service Delivery               |
| 571088-94 | Support Operating Direct Charge Costs |
| 572031    | Contracted Services                   |



|           |                                       |
|-----------|---------------------------------------|
| 572060    | Direct Service Delivery               |
| 572088-94 | Support Operating Direct Charge Costs |
| 573003    | Transportation                        |
| 573031    | Contracted Services                   |
| 573060    | Direct Service Delivery               |
| 573088-94 | Support Operating Direct Charge Costs |
| 574003    | Transportation                        |
| 574031    | Contracted Services                   |
| 574060    | Direct Service Delivery               |
| 574088-94 | Support Operating Direct Charge Costs |

## II. CALWORKS

### A. GAIN/JOBS Basic Education Study (Riverside County)

In accordance with instructions issued in CFL No. 98/99-01, dated June 24, 1998, Program Code 492, GAIN/JOBS Basic Education Study (Riverside County) has been deleted from the CEC.

### B. CalWORKs Single Allocation MOE Tracking

CFL No. 97/98-52, dated March 25, 1998, notified counties that effective January 1 through June 30, 1998, the CEC would reflect projected CalWORKs single allocation programs at sharing ratios of 65/35/0/0. Effective with the July - September 1998 quarter, these sharing ratios will continue to be reflected on the CEC until further notice. Accordingly, because no county "share" is included for CalWORKs single allocation programs, each county's CalWORKs MOE will continue to be calculated using the formulas included in CFLs Nos. 97/98-19, dated September 10, 1997, and 97/98-36, dated December 4, 1997. Counties are reminded that for State Fiscal Year (SFY) 1998/99, each counties' "share" of cost, i.e., MOE for CalWORKs programs, will be divided equally among the four quarters for this FY. This process enables counties to better budget their funds during the FY with their respective MOE responsibility being distributed equally throughout the year.

### C. Federal WtW Grant Program – Matching Funds

ACIN I-14-98, dated March 4, 1998, provided counties with guidance on the coordination of WtW activities and the Federal formula WtW Grant Program being administered locally by the Private Industry Councils (PICs). As indicated in the ACIN, the Federal WtW grant program requires a State match of \$1 for every \$2 of WtW grant funds received. State matching funds must be spent on allowable activities for eligible recipients; however, they do not need to be spent simultaneously with Federal WtW funds, nor on exactly the same federally funded activities. Pursuant to the SFY 1998/99 Governor's Budget,

\$10.2 million in State general funds has been included in the CDSS' budget to be counted towards the initial year's match for the WtW Federal grant.

CFL No. 98/99-31, dated September 17, 1998, provided counties with allocations of WtW grant matching funds. A total of \$9.2 million of the funds has been allocated to counties to supplement CalWORKs employment services activities with programs for subsets of the CalWORKs population which meet the more specific criteria of the Federal WtW formula grant. The remaining \$1 million has been allocated to seven counties (Humboldt, Los Angeles, Riverside, San Bernardino, Alameda, San Joaquin, and Ventura) that have been identified as regional collaborative fiscal agents representing CWDs in the statewide collaborative effort to improve the efficiency and effectiveness in delivering workforce development services. Additional clarifying instructions regarding the allowable uses of these funds will be forthcoming in an (ACL) from the Employment Bureau.

The \$9.2 million allocation is specifically targeted for the provision of allowable services for target populations of CalWORKs recipients or noncustodial parents (refer to ACIN No. I-14-98 for specific details on allowable activities and eligible populations to be served). Time study instructions were provided in CFL No. 98/99-01, dated June 24, 1998, for this portion of the WtW matching fund allocation. Related claiming instructions are as follows:

Effective with the July - September 1998 quarter, the following code has been established to capture county costs associated with the Federal WtW grant program, this code is not applicable to regional collaborative activities.

Program 642, WtW Federal Grant Matching Funds

Sharing ratios for Program Code 642 are 0/100/0/0.

Direct costs may be charged to the following PINs on the DFA 325.1B, Direct Cost Input Schedule:

|           |                                       |
|-----------|---------------------------------------|
| 642031    | Contracted Services                   |
| 642068    | Direct Costs                          |
| 642088-94 | Support Operating Direct Charge Costs |

Time study and claiming instructions will be forthcoming, effective in the October - December 1998 quarter for claiming expenditures related to regional collaborative activities.

D. San Mateo County - SUCCESS Evaluation

Effective with the July - September 1998 quarter, Program 643, SUCCESS Evaluation, has been established to capture San Mateo County's evaluation costs. Under separate cover, the County received instructions for costs incurred in the January - March 1998 and April - June 1998 quarters. The following direct cost PIN has been established for Program 643:

643031            Contracted Services

Sharing ratios for Program Code 643 are 50/50/0/0.

E. Nonfederal Cal-Learn Eligibility

Effective with the July - September 1998 quarter, Program 640, Nonfederal Cal-Learn Eligibility, has been established for capturing costs associated with the Cal-Learn Program. Specifically, those costs incurred on behalf of nonfederally-eligible CalWORKs recipients [e.g., legal aliens, though ineligible under the Temporary Assistance for Needy Families (TANF) guidelines remain eligible for aid under CalWORKs]. Allowable costs for Program 640 include casework and support staff salaries and benefits, EDP, staff development, and direct costs. The following PINs have also been established for Program 640:

640031            Contracted Services  
640088-94        Support Operating Direct Cost Codes

Sharing ratios for Program Code 640 are 0/100/0/0.

F. Nonfederal Cal-Learn Case Management

Effective with the July - September 1998 quarter, Program 641, Nonfederal Cal-Learn Case Management, has been established for capturing case management costs associated with the Cal-Learn Program. Specifically those costs incurred on behalf of nonfederally-eligible CalWORKs recipients. Allowable costs for program 641 include casework and support staff salaries and benefits, EDP, staff development, and direct costs. The following PINs have also been established for Program 641:

641031            Contracted Services  
641068            Direct Costs  
641088-94        Support Operating Direct Cost Codes

Sharing ratios for Program Code 641 are 0/100/0/0.

G. Nonfederal Cal-Learn Support Services

Program Code 649, Nonfederal Cal-Learn Support Services, has been established for claiming support services direct costs associated with the

Nonfederal Cal-Learn Program. Accordingly, the following PINs are available for Program Code 649 effective with the September 1998 quarter:

|             |                                       |
|-------------|---------------------------------------|
| 649003      | Transportation                        |
| 649016      | Ancillary Services                    |
| 649034      | Incapacity Exam                       |
| 649088 – 94 | Support Operating Direct Charge Costs |

H. CalWORKs Evaluation – Alameda, Butte, Fresno, Los Angeles, Sacramento, and San Diego Counties Only

Effective with the July - September 1998 quarter, Program 646, CalWORKs Evaluation, has been established for capturing costs incurred by counties participating in the statewide CalWORKs Evaluation. Allowable costs for Program 646 include county coordinator salaries and benefits, travel costs incurred by the county coordinator, and any additional EDP costs that are above routine EDP costs. The following PINs have also been established for Program 646:

|           |                                     |
|-----------|-------------------------------------|
| 646088-94 | Support Operating Direct Cost Codes |
|-----------|-------------------------------------|

Sharing ratios for Program Code 646 are 50/50/0/0.

I. PAFS Rate for FY 1998/99

The PAFS rate for FY 1998/99 is 26.60 percent. This rate is used to calculate the portion of CalWORKs costs to be charged to the Nonassistance Food Stamp (NAFS) program.

The PAFS rate will be applied to the related programs on the CEC on both the DFA 327.3B, CalWORKs Cost Summary, and the DFA 327.3C, other Public Assistance Cost Summary, column 7, to shift the costs of PAFS from CalWORKs to NAFS.

J. CalWORKs Mental Health

Effective with the July - September 1998 quarter, Federal Title XIX funds are no longer available through the Department of Mental Health to match any portion of State general funds allocated for the provision of mental health treatment services to CalWORKs recipients. Consequently, Program 626, CalWORKs Mental Health Services – Federal, and PIN 626031, Contracted

Services, have been deleted effective this quarter. Counties should claim all direct services costs for providing mental health treatment services to CalWORKs recipients to Program 625, CalWORKs Mental Health Services, PIN 625031, Contracted Services.

Sharing ratios for Program Code 625 are 0/100/0/0.

### **III. OTHER PUBLIC ASSISTANCE**

#### **A. Bass v. Anderson Lawsuit**

In accordance with instructions issued in CFL No. 98/99-13, dated August 10, 1998, Program Code 346, Bass v. Anderson, has been added to the CEC. Please reference this CFL for detailed lawsuit claiming instructions for both county administrative costs and retroactive assistance payments. Additional assistance claiming instructions are in the process of being issued.

#### **B. CFAP**

ACL No. 97-77, dated December 11, 1997, informed counties about the CFAP, a State funded program providing food stamps to certain legal non-citizens. The ACL also provided reporting instructions for the DFA 256, DFA 296, and the DFA 325.1, Expenditure Schedule. CFLs No. 97/98-26, dated October 15, 1997, and No. 97/98-42, dated January 21, 1998, provided additional claiming instructions for reporting the CFAP participants on the DFA 325.1. Specifically, the number of CFAP participants is taken from the DFA 296 and entered on the DFA 325.1. The CDSS claim auditors have found that some counties are not reporting any CFAP participants on the DFA 325.1, but are reporting them on the DFA 296, or the data on the two reports do not match. As a reminder, it is very important that the CFAP persons information reported on the DFA 325.1 match those reported on the DFA 296. It is equally important that counties enter them on the DFA 325.1. Because these figures are used to allocate CFAP's share of food stamp costs. If the numbers are not entered on the DFA 325.1, the costs are not properly allocated to CFAP, which is funded by the State.

Effective September 1, 1998, CFAP will be provided for an additional population (18-64 years of age). This population met the eligibility criteria of the Federal Food Stamp Program in effect on August 21, 1996, but he or she was not eligible for food stamp benefits solely due to his or her immigration status under the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996. ACL No. 98-66, dated September 1, 1998, provides implementation instructions for the expanded CFAP and information regarding the recent passage of Federal Law (S. 1150). The number of households receiving benefits under the expanded program should be reported on the DFA 256.

Effective November 1, 1998, almost all of the current CFAP population of under 18 and 65 and older will have their Federal food stamp eligibility reinstated under S. 1150. The CEC and data reporting form DFA 296 will be revised in the October - December 1998 quarter to include the new population. CWDs must maintain a count of the expanded population for the two months of September and October 1998 pending the Department's completion of data collection reporting forms.

#### **IV. CHILD CARE FUNCTION**

##### **A. Nonfederal Cal-Learn Child Care**

Effective with the July - September 1998 quarter, Program Code 912, Nonfederal Cal-Learn Child Care, has been established to capture the nonfederal Cal-Learn child care costs for this population. The following direct cost PINs have been established for Program Code 912:

|           |                                       |
|-----------|---------------------------------------|
| 912018    | Child Care Services-Payments          |
| 912031    | Contracted Services                   |
| 912088-94 | Support Operating Direct Charge Costs |

Sharing ratios for Program Code 912 are 0/100/0/0.

##### **B. Child Care Capacity Building Program**

Effective with the July - September 1998 quarter, the funding source for Program Code 906, Child Care Capacity Building Program, is the CalWORKs single allocation with sharing ratios of 65/35/0/0, and subject to county CalWORKs MOE. The residual monies will be reappropriated within the usual process.

#### **V. STAFF DEVELOPMENT**

##### **A. CalWORKs/Food Stamps Split Codes**

With claim revision efforts effective the January - March 1998 quarter, the redistribution formula for CalWORKs/Food Stamp staff development costs was inadvertently omitted. Effective with the January - March 1998 quarter, the claiming instructions for the following split CalWORKs/Food Stamp codes have been changed as indicated below. The column instructions will be changed on the July - September 1998 claim. Adjustments for the January - March 1998 and April - June 1998 quarters will be made at the State level and counties will be notified of any resulting changes.

**315 Federal CalWORKs and Food Stamp Fraud**

½ to CalWORKs Fraud – 301 (This code was previously 209, AFDC Fraud)

¼ to Fraud – PAFS – 312 (This code was previously 227, PAFS Fraud)

¼ to (NAFS) Fraud – 310 (This code was previously 213, NAFS Fraud)

**320 Nonfederal CalWORKs and Food Stamp Fraud**

½ to CalWORKs Fraud – 305 (This code was previously 209, AFDC Fraud)

½ to NAFS Fraud – 310 (This code was previously 213, Food Stamp Fraud)

**342 EFD/P – CalWORKs and Food Stamps**

½ to EFD/P Federal CalWORKs – 340 (This code was previously 276, EFD/P AFDC (Fraud Inv.))

½ to EFD/P NAFS (WFI) – 341 (This code was previously 277, EFD/P NAFS (Fraud Inv.))

**VI. SUPPORT STAFF**

Direct to Program

CFL No. 95/96-06, dated August 4, 1996, allows support staff to time study direct-to-program when there are no casework hours. This is usually no problem except when the support staff are performing activities for “cluster” programs, e.g., Child Welfare Services, Family Preservation and Support Program, Welfare to Work, or when support staff are supporting any or all of the components in these programs. With the State of California Automated Template (SOCAT) changes and related instructions from the CDSS County Systems Unit, counties have historically had the ability to enter direct-to-program salaries when there were no casework hours. With the new SOCAT/FoxPro System being implemented effective with the July - September 1998 quarter, this ability has ceased.

With the July - September 1998 quarter CEC, the DFA 7B, Support Staff Salary Distribution to Program, has been revised. A new page is included, the DFA 7B(2) which has been developed to accommodate the salary of support staff who time study direct-to-program when there are no casework hours. The new form inputs the salaries by classification, adds to a total for the page, and then combines with the DFA 7B

[now the DFA 7B(1)] for a total of direct-to-program salaries for input on the DFA 325.1E, Direct to Program Support Staff Salary Input.

## **VII. GENERAL**

### **A. ICRs for FY 1998/99**

The CDSS has developed the ICRs for use by counties during FY 1998/99. Please reference the enclosed "FY 98/99 IDCR INFORMATION." The ICRs are used to identify the indirect overhead costs associated with nonwelfare activities. CWDs have the option of using either the predetermined ICR developed by the CDSS, or of developing an ICR specific to the staff involved. The ICR is applied to the portion of the staff salary and benefits associated with nonwelfare activities. The salaries, benefits, and the associated indirect overhead costs for nonwelfare activities are reported on the CEC, DFA 325.1, Line AA, Extraneous Costs.

The predetermined rates are developed by the CDSS' Contracts and Financial Analysis Bureau. They were based on the actual indirect costs [Travel, Space, Space-Countywide Cost Allocation Plan (CCAP), Other Operating, Public Agencies CCAP, and Public/Private Agencies Direct Billed)] for each county for the four quarters of FY 1996/97, and divided by the total direct costs (caseworker, administrative/clerical support and EDP staff salaries and benefits). The resulting percentages are each county's individual ICR.

Counties have the option to develop individual ICR Proposals (ICRPs) rather than using the predetermined fixed rates. An ICRP developed by a CWD must be in accordance with "The Guide for State and Local Agencies-Cost Principles and Procedures for Establishing Cost Allocation Plans and Indirect Cost Rates for Grants and Contracts with the Federal Government" (OASC-10). The ICRP must be submitted to the Fiscal Policy Bureau for prior review and approval.

Please refer to CFL No. 90/91-53, dated January 8, 1991, for further details on nonwelfare costs, ICRs, and ICRPs.



If you have any questions regarding this CFL, please contact your Fiscal Policy Analyst at (916) 657-3440.

Sincerely,

***Original Document Signed By  
Jeffrey Y. Hiratsuka. on 9/25/98 for***

GEORGE E. PEACHER, JR., Chief  
Fiscal Systems and Accounting Branch

Enclosure

c: CWDA

## FY 97/98 IDCR INFORMATION

ENCLOSURE

|                 | 98/99* |
|-----------------|--------|
|                 | IDCR   |
|                 | Rate   |
| ALAMEDA         | 0.20   |
| ALPINE          | 0.63   |
| AMADOR          | 0.29   |
| BUTTE           | 0.20   |
| CALAVERAS       | 0.22   |
| COLUSA          | 0.20   |
| CONTRA COSTA    | 0.34   |
| DEL NORTE       | 0.21   |
| EL DORADO       | 0.23   |
| FRESNO          | 0.20   |
| GLENN           | 0.24   |
| HUMBOLDT        | 0.27   |
| IMPERIAL        | 0.32   |
| INYO            | 0.36   |
| KERN            | 0.26   |
| KINGS           | 0.14   |
| LAKE            | 0.23   |
| LASSEN          | 0.19   |
| LOS ANGELES DPS | 0.24   |
| MADERA          | 0.21   |
| MARIN           | 0.18   |
| MARIPOSA        | 0.33   |
| MENDOCINO       | 0.26   |
| MERCED          | 0.24   |
| MODOC           | 0.24   |
| MONO            | 0.30   |
| MONTEREY        | 0.21   |
| NAPA            | 0.35   |
| NEVADA          | 0.23   |
| ORANGE          | 0.33   |
| PLACER          | 0.32   |
| PLUMAS          | 0.28   |
| RIVERSIDE       | 0.27   |
| SACRAMENTO-DHA  | 0.28   |
| SAN BENITO      | 0.25   |
| SAN BERNARDINO  | 0.27   |
| SAN DIEGO       | 0.24   |
| SAN FRANCISCO   | 0.26   |
| SAN JOAQUIN     | 0.23   |
| SAN LUIS OBISPO | 0.28   |
| SAN MATEO       | 0.22   |
| SANTA BARBARA   | 0.21   |
| SANTA CLARA     | 0.24   |
| SANTA CRUZ      | 0.23   |
| SHASTA          | 0.25   |
| SIERRA          | 0.18   |
| SISKIYOU        | 0.32   |
| SOLANO          | 0.47   |
| SONOMA          | 0.17   |
| STANISLAUS      | 0.27   |
| SUTTER          | 0.21   |
| TEHAMA          | 0.22   |
| TRINITY         | 0.35   |
| TULARE          | 0.31   |
| TUOLUMNE        | 0.20   |
| VENTURA         | 0.19   |
| YOLO            | 0.34   |
| YUBA            | 0.23   |
| LOS ANGELES DCS | 0.24   |
| SAC-DHHS-CHILD  | 0.22   |
| SAC-DHHS-ADULT  | 0.36   |
| SMATEO DP AGING | 0.17   |
| TOTALS          | 0.25   |

\*Data provided for FY 1998/99;  
FY 96/97 expenditure data used